

**CITY OF FAIRWAY  
JOB DESCRIPTION**

**TITLE:** Swim Instructor  
**FSLA STATUS:** Non-Exempt

**DEPARTMENT:** Parks and Recreation  
**WORK WEEK:** As Required

**JOB SUMMARY**

A Swim instructor is responsible for the daily instruction of participants in the swim lesson program. Each instructor should be thoroughly knowledgeable of the overall program concept and it's components. An instructor will be teaching different levels on different days, which requires flexibility and good memorization skills. This position reports to the Parks and Recreation Director or his/her designee.

**General**

1. Daily delivery of Swim lessons instruction to students at Fairway Pool.
2. Directly responsible to Swim Lesson Coordinator and Parks and Recreation Director.
3. Maintain good public relations with facility staff.
4. Participate in any media coverage of Swim Lessons, which may include interviews by newspaper and TV journalists. Such participation should take place in the presence of the Parks and Recreation Director ONLY!
5. Participate in periodic job performance reviews with supervisor.
6. Attend any swim lesson update training as may be required by Parks and Recreation Director.
7. Acquire pre-approval from Swim Lesson Coordinator or Parks and Recreation Director for ANY absences.
8. Attend all Instructor Training classes.
9. Develop teaching competency in all 8 stations of swim lesson instruction.

**Administrative**

1. Daily communication with supervisor regarding swimmers' skill levels and needs for testing by supervisor.
2. Responsible for knowing names of all children in each assigned teaching station.
3. Assist on registration day.
4. Keep daily record of work hours on time cards.
5. Write complete lesson plans for planned, pre-approved absences.
6. Arrive at the facility, dressed to teach, 10 minutes prior to the start of the first assigned class. During this time, gather instructional equipment, study station assignments. This is paid time.
7. Maintain current certification for any extraneous qualifications: CPR, First Aid, Lifeguard, WSI, etc. and provide proof of renewal to supervisor.

**Instruction**

1. Wear staff swimsuit during instructional time.
2. Be prepared with lesson plans for each assigned station.
3. Become familiarized with the various instructional equipment and use accordingly.
4. Develop a working knowledge of stroke drills appropriate for student's skill levels in assigned stations.
5. Utilize the supervisor to help improve and develop your teaching techniques.

6. Prepare specific tasks for any aides who might be assigned to assist you. Supervise their teaching of your students at all times.
7. Instructors for private lessons are on a needed basis.
8. Provide at least one day's notice to employees regarding private lesson staffing.
9. A Senior Instructor is the "go-to" instructor who will be given special teaching assignments each day by the site Supervisor. Senior Instructors may be asked to perform supervisory duties when the site Supervisor must leave the deck for any reason during lessons.

### **Risk Management**

1. Know the facility emergency action plan and be prepared to activate it as may be needed during an emergency.
2. Advise supervisor in the event of any obvious imbalance in the water chemicals or temperature problems with the pool, shower, pool area or locker rooms.
3. Know the location of all safety and rescue equipment.
4. Assist in an emergency, as directed, by a lifeguard, Senior Instructor, Supervisor, or Parks and Recreation Director.
5. Only employees with current CPR/First Aid & Safety Training are permitted to administer CPR or First Aid to any participant, co-worker, or spectator.
6. Only currently certified Lifeguards are permitted initiate emergency water rescue techniques in the event of a water emergency.
7. Wear protective equipment (latex gloves) whenever handling an individual who is bleeding.
8. Know where the first aid supplies are located.
9. Maintain continuous observation of all students assigned to you during all phases of instruction. Responsible for the whereabouts and the behavior of students for the duration of the lesson.
10. Intervene immediately in any situation that puts any child or instructor at risk for accident or injury.
11. Develop lesson plans that safely utilize your instructional area. Maintain a safe distance between your students and nearby students practicing in other stations.
12. Request help from the Senior Instructor or the supervisor when a child under your instruction requires first aid or assistance to the locker room.

### **Equipment**

1. Responsible for damage and theft control of all Fairway swim lesson property.
2. Notify the Supervisor of any equipment repairs, needs or losses.

### **Attendance and on-time policies**

1. Any instructor who does not arrive at least 10 minutes prior to their scheduled shift will receive a written warning. If an employee arrives late for their scheduled shift a second time, their employment will be terminated, effective the following workday .
2. Employment will be terminated, effective immediately, when an employee does not report for scheduled work hours, if pre-approval by the supervisor or Parks and Recreation Director was not obtained.

## **REQUIREMENTS:**

### **Skills and Abilities**

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing.
- ◆ Aptitude for office procedure, cash management and mechanics.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Ability to work with the public.
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively.
- ◆ Ability to recognize and protect confidential information.
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data.

### **Physical**

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position.
- ◆ Must have body flexibility including multi-limb coordination.
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position.
- ◆ Must be able to speak and write adequately to perform essential functions of the position.
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces.

### **Mental**

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Ability to concentrate, memorize and reason logically.
- ◆ Ability to respond to emergencies effectively, to changes effectively and to directives effectively.

### **Qualifications**

- ◆ Minimum of 14 yrs. of age to teach.
- ◆ Able to swim and demonstrate the following strokes: Freestyle, Backstroke, Breaststroke, Butterfly, Sidestroke, Elementary Backstroke.
- ◆ Complete the Swim Lesson Instructor Training course.